Previous references.

1964
(Education

File No. 68-14

Serial Nos. 4, 5, 7, 10

Later references.

Govt 26-5-8 to 64.

" 28-5-15 6

GENERAL AND REVENUE SECRETARIAT.

Hp

Serial Nos. 4, 5, 7, 10

Part B. for 9

SUBJECT.

Holding Examinations in Commercial Subjects both in Elementary & Secondary Grades.

Serial 4. From The D.G.E. No. 10648/4111 Dt 17.12.14
Submits revised rules for holding Examinations in Commercial Subjects.

Serial 5. To. D.G of Edn. No. 2180 Dt 26.12.14
Calls for a ~~report~~ copy of the Proceedings of the Committee of the Commercial Subjects —

Serial 7. From D.G. of Edn. No. 11168 - Dt 5.1.15
- 4189
Furnishes the Information called for

Serial 10. R.C. 288 D.G of Edn & compli. No. 2484-5 Dt 16.1.15
Approves of the revised Rules.

In re: Ramaiah
1131

G. R. S. 11] 1914 - 15

GENERAL AND REVENUE SECRETARIAT.

(Edn)

NOTES.

File No. 68 - 14

FILE HEADING.

Local Exam^ns managed by the Ed^l Dep^tt.

From

I. G of Edn.

No. 10448 / 444 Dated 17. 12 14 Received 21. 12 14

Diary No. 1268	Enclos.	Spare Copies.	Serial No 4

BRIEF ABSTRACT OF LETTER.

Submits for approval a copy of the Revised Rules for the Mysore Technical Exam^ns in the Elementary and Secondary grades. ——

NOTES AND ORDERS.

'to the applications for admission to the exam^ns are to be received before the 15th Jan. 1915, early orders are requested in the matter of this

NOTES—First Sheet.

GPB - 20 000—8-8-14

R. S. 12] 1268

General and Revenue Secretariat.

Ej File No. 68 of 1914.

Serial No.

Communication. But the Commⁿ itself seems to be defective in that-

(i) it does not contain a copy of the proceedings of the Committee at which these rules as well as the scale of remuneration are stated to have been discussed, and

(ii) the syllabus of exam. has not been sent up.

2 It is not possible to check the probable receipts & Expdᵗᵉ without a knowledge of the scale of remuneration adopted by the Committee.

3 Submd. for orders with a draft letter.

Ez 22.12 SN 24/12/14

Ej 27/12/14

4 Issued

SS 29/12/14

NOTE—Contn. sheet.

GPB—25,000—2-11 14

General and Revenue Secretariat.

File No. 68 of 1914.

Serial No.	
5	To the D G E 2180/Edn. 68-14 dt 26-12-14 Calls for a copy of the proceedings of the Committee of the Blue Commercial School.
7.	From the same. No 11168-489 dt 5th Jan 7 15- Furnishes the information called for.
	5 The req. data for calculating the probable expenditure on the Secondary Exam. Scheme have been given. The net result of the revised scheme is a surplus of Rs 193-4-0 for the Exam. of 1915.
× Flag V	6 Subd for order. The revised rules (E 7/1 SW 8/15) issued by the Dt. have to be approved.
	7 Provisional draft is put up.
E 7/1 SW	8 Govt does not appear to see any reason to insist on all the Students of an Inst^n selected at the same Centre. Such a provision is not found in the Madras × rules either. Subd for a draft for orders.

Flag A

Draft for sanctioning exempting Rs from the operation of the Madras Secondary Schools Recognition Rules

Lee 4/ 8/1/15

NOTE—Contn. sheet.

GPB—25,000 2 11-11

G. R. S. 12] 1374

4

General and Revenue Secretariat.

Edn File No. 68 of 1914.

Serial No.	
9	Sub Committee member.
	C&S 9/1/15 Asst 9/1
	Draft appd. by First member 11.1.15
	" Issue C&S 14/1/15 Asst 15/1/15
10	To. The Dy. of Education " Comptroller No. 2484-5 dy 16.1.15 Approves of the revised Rules in holding the Examination in Commercial Subjects in Elementary Grades.

With the Memo. 13

B 08/1/15

NOTE—Contn. sheet.

GPB—25,000—2 11-14

DIARY No 1268

19-19

SECTION Edn

FILE No. 68-14

SUBJECT No. 4

Edn. 81]

U R G E N T

OFFICE OF INSPECTOR-GENERAL OF EDUCATION IN MYSORE.

No. 10448 / 444

Bangalore, 17th December *191* 4.

From

RAO BAHADUR M. SHAMA, RAO, ESQ., M. A.,
Inspector-General of Education in Mysore.

To

C.S. Balasundaram Iyer, Esq., B.A.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Departments of Education and Agriculture.
B a n g a l o r e.

SIR,

I have the honour to forward herewith a copy of the Revised Rules for the Mysore Technical Examinations in the Elementary and Secondary grades, and to request that Government may be pleased to approve of the same. The holding of a Technical Examination of the Elementary grade was sanctioned in Government Order No.7792-3/Examn. 9-13-2 dated 12th February 1914 and the first Examination was accordingly held in the month of April 1914. Time has now arrived for the holding of an Examination of the Secondary grade also and the accompanying rules are accordingly submitted for the approval of Government.

I may add that these rules including the scale of remuneration were discussed and passed by the Committee of the Bangalore Government Commercial School at a meeting held on 19th November 1914. The rules will be published for the information of the public, after the a of Government is received.

7

Eon File No. 68-14

Serial No. 5

G. R. S. 26]

23/12

Diary No. of letter replied to 1264

No. 2180

General and Revenue Secretariat

( )

, the *191* .

To The D. E. O. Nilgiris

Date of issue 26/12/14

Signed by M^r A.V.R.

Sir.

With reference to
letter no. 10448-444
dy 17.12.14 ~~requesting~~
~~orders~~ regarding revised scheme
for the holding of the
Nilgiris Technical Examn.
in the Elementary and
Secondary grades, I am
directed to request that
you will be so good as to

over.

SUBJECT.

12/12/14

8

submits herewith a copy
of the proceedings of the Committee
of the Bangalore Govt: Commercial
School held on the 19th Nov: '14
containing
~~along with other~~ particulars
relating to the Exam; such
as the syllabus, the
scale of remuneration to examiners for
different
~~the~~ subjects, the
~~arrangement made for moderating~~
the question papers etc. etc.

I have the
honour
to be
Sir
Your most obedient
humble servant

List of enclosures

Copied by

Examined by

GPB—25,000—4-3-13

(In. 81]

DIARY No 139/14

10-19

FILE No. 68-14

SERIAL No. 7

OFFICE OF INSPECTOR-GENERAL OF EDUCATION IN MYSORE.

No. 11168 / 489 Encl

Bangalore, 5th January *1915*

From

RAO BAHADUR M. SHAMA, RAO, ESQ., M. A.,
Inspector-General of Education in Mysore.

To

The Secretary to the Government of
His Highness the Maharaja of Mysore,
Departments of Education and Agriculture,
Bangalore.

SIR,

With reference to your letter No.2180/Edn.68-14-5 dated the 26th ultimo, I have the honour to submit herewith a copy of the Proceedings of the Bangalore Commercial School Committee dated 19th November last containing particulars regarding the scale of remuneration to examiners etc. fixed for the Secondary Grade and to inform you that the scale of remuneration for the Primary Grade Examination fixed last year remains unaltered.

I have the honour to be,
Sir,
Your most obedient servant,

M. Shama Rao

Inspector General.

TNR.

The sixth meeting of the Committee was held in the Government High School, Bangalore, on Thursday the 19th November at 5.15 P.M.

P r e s e n t.

Rao Bahadur L. Shama Row, Esq., (President).

V. Subrahmanya Iyer, Esq., (Secretary).

Dewan Bahadur J. S. Chakravarti, Esq.,

B. K. Garudachar, Esq.,

C. H. Yates, Esq.,

A b s e n t.

S. V. Setti, Esq.,

The minutes of the fifth meeting of the committee having been read and confirmed the following resolutions were unanimously passed:-

I. An Examination of the secondary grade in commercial subjects be held in April 1915. The following revised rules for the conduct of both the Elementary and the Secondry grade examinations, be adopted.

THE REVISED RULES.

1. Examinations in Commercial subjects of the Elementary and Secondary grades will be held at Bangalore and Mysore every year in the month of April. The dates and hours of the examinations will be notified at least two months before the Examination. The Examinations of 1915 will comprise the following subjects in the two grades:-

(a). Elementary.

1. Correspondence and Office Routine.
2. Book-keeping.
3. Short-hand.

4. Typewriting.

5. Commercial Arithmetic.

6. Commercial Geography.

7. Handwriting and Penmanship.

8. Commercial Languages.

(b). Secondary.

1. Correspondence and Office Routine.

2. Book-keeping.

3. Short-hand.

4. Typewriting.

5. Banking and Currency.

6. Commercial Arithmetic.

7. Commercial Geography.

8. Indexing and Precis-writing.

9. Political Economy.

2. Only pupils of schools recognised by the Govt. of Mysore will be allowed to appear for the examination, provided that such pupils are certified by the Heads of their Institutions to have attended the school for at least 75 per cent of the number of working days in the year. The percentage of attendance for pupils appearing from High Schools will be as regulated by the Departmental rules.

3. Only such pupils as have passed the Mysore Elementary Commercial grade examination or any other Public Commercial examination of the same standard will be allowed to appear for the Mysore examination of the Secondary grade.

4. The following is the scale of fees to be paid by candidates for admission to the examinations.

	Elementary. Rs.	Secondary. Rs.
For each subject.	3.	5.

The fee should be paid into a Mysore Government Treasury. The fee whatever the amount, once paid into the Treasury will on no account be refunded; nor will it be reserved for a subsequent examination.

5. All pupils coming from the same institution must select the same centre and the applications of all of them should be forwarded together.

No candidate will be allowed to name more than one centre.

6. All applications together with the treasury receipts should reach the Manager of the Mysore Local Examinations, Bangalore not later than the 15th January immediately preceding the examination.

Separate application forms should be used for the different grades.

7. The attendance certificate should reach the Manager not later than the 1st April immediately preceding the examination.

8. The minima for passing the examination will be as laid down in the examination syllabuses for the different grades.

9. The necessary application, certificate and other forms will be supplied by the Manager, Mysore Local Examinations, Bangalore, on application.

II. The Scale of remuneration to Examiners be the same as that of last year for the Elementary grade, and double that of the Elementary grade for the Secondary for the common subjects. For the remaining subjects of the Secondary grade the rates shall be Rs.30/- for setting each question paper and annas eight for valuing each answer paper.

III. The following gentlemen be appointed examiners, provided they agree to the terms.

2

2. The accompanying statement shows the probable receipts and expenditure on account of the examinations of 1915, from which it will be seen that there will be a balance of Rs.193-4-0 in favour of Government. The expenditure of Rs.691-12-0 for the current official year will be met out of Rs.1,000/- provided in the Budget for (iv) Government Technical Examinations under (21) M. Scientific and other Minor Departments.

As the applications for admission to the examinations are to be received by the Manager, Local Examinations, before 15th January 1915. I request that you will be so good as to obtain very early orders of Government in the matter.

I have the honour to be,

Sir,

Your most obedient servant,

Ke. Shamarao,

Inspector General.

TNR.

1. Rao Bahadur S. Vaidyanatha Iyer, Esq., (Calicut)
2. K. S. Subrahmanya Iyer, Esq., (Bombay).
3. Rose Esq., (Mysore Bank).
4. Ormerod, Esq., (Bangalore)
5. Mr. K. Ramaswami Iyer, Esq., (Madras).
6. Raghavendra Rao, Esq., (Bangalore)

IV. The Vernacular Commercial Education scheme and other subjects on the Agenda be taken up for consideration at the next meeting.

MYSORE GOVERNMENT TECHNICAL EXAMINATIONS OF 1915.

SECONDARY.

Subject.		Setting.	Correct.	Prob.No.	Amount.	Total. Rs.	as.	p.
Correspondence	1st Paper.	30/-	8 as.	2	31/-	62	0	0
"	2nd "	30/-	8 as.	2	31/-			
Book-keeping	1st "	30/-	8 as.	12	36/-	72	0	0
"	2nd "	30/-	8 as.	12	36/-			
Banking	1st "	30/-	8 as.	12	36/-	72	0	0
	2nd "	30/-	8 as	12	36/-			
Shorthand	1st "	20/-	1 Re.	2	22/-	64	0	0
"	2nd "	20/-	8 as.	2	21/-			
"	3rd "	20/-	8 as.	2	21/-			
Type-writing	1st "	30/-	1 Re.	20	50/-	50	0	0
"	2nd "							
"	Practical.		1 Re.	12	12/-	12	0	0
		Total.			Rs.	332	0	0

M.S.V.

"Copy"
Director General

15

G.R.S 28]

File No. 68 - 14
Serial No 10

Diary No of letter replied to 1374

GENERAL AND REVENUE SECRETARIAT.
( )

Proceedings of the Government of His Highness the Maharaja of Mysore

, *the* 191 .

Date of issue 16/1/15

Signed by M^r. A V.N

READ—

G.O. No 7192-3/Exam 9-13-2 dated the 12th Feb 14 sanctioning a scheme for holding an Exam. of the Elementary grades in Commercial subjects.

~~ORDER THEREON.—No.~~

2. Correspondence ending with letter ~~No. 11168-489~~ No. 11168-489 & 5th Jany. 1915—

SUBJECT.

15/1

GPB—30,000—1-12-12

for the E.E. 16

Submitting a copy of the

^ ~~proceedings~~ Revised Rules

for the Improvement Examinations in the Elementary

and Secondary grades and

the proceedings of the Bangalore

Commercial School Committee

dated the 19th Nov. 1914 connected

therewith.

Order 2484-5/Edn. 68-14,

No. 8

The revised rules

are approved. ~~with a~~

~~slight modification and~~

~~printed as an annexure~~

~~to this order~~

2. The income

and expenditure of the Exam.

under the revised scheme

of the year 1915 are estimated

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

2 — 17

Wtn J. Q. E)

at Rs 885-11-0 and Rs 691-12-0 respectively.

~~by the J. Q. of Edn~~

The estimates are accepted ~~approved~~.

The expenditure for the current Official year will be met out of Rs 1,000 provided in the budget for (iv) Govt. Tech. Exams. under 21 M. Scientific and other Minor depts.

~~1~~

3. The last date for receiving appns for the next ~~1st~~ 31 January may be altered to 15th Feb ~~1~~ for this year.

11/1/15

Am 8/1 SV

Am 8/1 Lgl (E-A)

9/1/15.

Jo the J. Q. of Edn.

Compli. ~~Hon. A. T.~~

annexure

(Here prepare the Relief Order)

GPS—12,000—15-2-13.

GOVERNMENT OF MYSORE

FINANCE DEPARTMENT

G.O. No. FD 38 DSA 59, dated 20th August 1960 (Shravana 29, Saka Era 1882).

Small Savings Schemes—Rationalisation of Agency Systems.

READ—

Government Order No. FD 38 DSA 59, dated the 15th February 1960.

2. Government Order No. FD 38 DSA 59, dated the 20th February 1960

3. Government Order No. FD 38 DSA 59, dated the 1st March 1960

4. Correspondence ending with letter No. F. 1 (5)-NS/60 dated the 20th May 1960, from the Government of India, Ministry of Finance, Department of Economic Affairs New Delhi.

ORDER No. FD 38 DSA 59, DATED BANGALORE, THE 20TH AUGUST 1960 (SHRAVANA 29, SAKA ERA 1882)

In pursuance of the decision taken and communicated by the Government of India in their letter referred to in paragraph 4 of the preamble, it has been decided to introduce the Standardised Agency System and the revised procedure for payment of commission to authorised Agents, which was held in abeyance as per Government order dated the 1st March 1960, with effect from 1st October 1960. Since too many amendments were found necessary subsequently after the issue of the Government Order of 15th February 1960, this order which embodies the amendments should be considered as having superseded the previous orders.

2. It is proposed to introduce the "Standardised Agency System" and the revised procedure for payment of commission to authorised Agents at Post Offices simultaneously with effect from 1st October 1960. As the cancellation at a time of all the Agencies under several Agency Systems in the State which are sufficiently large in number and their appointment under the new system would cause a serious gap, it has been decided that the existing agencies may continue to run for one year from the 1st October 1960 along with the Standardised Agency Scheme. It would, however, be necessary to ensure that the appointment of new Agents on or after the 1st October 1960 is made only under the new scheme. In order to avoid confusion that might arise from the existing and new agencies functioning side by side, it is desirable to complete the process of bringing the existing agents under the new system as quickly as possible. Accordingly, the Agents may be advised to switch over to the new system immediately. Further, no fresh issue of Receipt Books under the existing Agency Schemes should be made by the *Treasuries after 1st October* 1960. If the Agent comes forward to get any one of his Receipt Books replenished, he should be asked to surrender his entire unused stock of books and execute a fresh agreement under the new system and obtain the new Receipt Books from the Post Office. If after 9 months from the introduction of the new scheme there still remain any Agents under the existing systems, their agencies should be terminated by giving them three months notice *on 1st July* 1961 so that after 30th September 1961, the existing agencies will be extinct and that there will be only one Agency System, *viz*; "The Standardised Agency System."

3. A copy of the form of Receipt Book forwarded by the Government of India after finalisation is appended to this Government Order as an Appendix 'A'. The new forms of Receipt Books in English will be printed centrally and supplied to the Post Offices. Revised Receipt Books in Regional Language (Kannada) also will be got printed at the State Government Press and supplied to the Post Offices who will be the Issuing Authorities under the New Agency Scheme. In order,

Encl to 4

GOVERNMENT OF MYSORE TECHNICAL EXAMINATIONS.

----:0:----

Commercial Examinations: Elementary and Secondary Grades.

1 Examinations in Commercial subjects of the Elementary and Secondary grades will be held at Bangalore and Mysore every year in the month of April. The dates and hours of the examinations will be notified at least two months before the Examination. - The Examinations of 1915 will comprise the following subjects in the two grades:-

(a). Elementary.

1. Correspondence and Office Routine.
2. Book-keeping.
3. Short-hand.
4. Typewriting.
5. Commercial Arithmetic.
6. Commercial Geography.
7. Handwriting and Penmanship.
8. Commercial Languages.

(b). Secondary.

1. Correspondence and Office Routine.
2. Book-keeping.
3. Short-hand.
4. Type-writing.
5. Banking and Currency.
6. Commercial Arithmetic.
7. Commercial Geography.
8. Indexing and Precis-writing.
9. Political Economy.

however, to avoid dislocation, it has been decided that the unused stocks of the existing Receipt Books lying with the Treasury Officers on 1st October 1960 should continue to be used till they are exhausted and for this purpose these stocks should be transferred to the Post Offices to facilitate changeover. In this connection reference is invited to Finance Department's letter No. FD 3 DSA 60, dated 29th July 1960, indicating the action to be taken by the Treasury and Sub-Treasury Officers in advance for transferring the surplus stock of Receipt Books as on 1st October 1960 to Post Offices on tue date to be prescribed by the Director of Posts and Telegraphs, Mysore Circle, Bangalore, and it is presumed that action has since been taken accordingly.

4. With a view to review the progress of Small Savings Scheme in this State, it is necessary to maintain properly the statistics regarding number of Agents appointed, sales effected through them and commission paid, etc. For this purpose, a few forms have been prescribed in which the information should be maintained by the Appointing, Issuing and Paying Authorities. Copies of these forms will be supplied by the Regional National Savings Officer, Bangalore.

5. A copy of each of the forms of Agreement for Security Deposit and Personal Sureties is appended to this order. Copies of other forms, such as, application for appointment as Agent, etc., along with the Executive instructions containing the salient feature of the revised Scheme and the procedure to be followed in implementing the same are also appended as Annexure. The supply of Agreement and other forms in English will be arranged by the Regional National Savings Officer. These forms in Kannada will also be got printed and supplied.

6. As regards the procedure to be followed for issue of Receipt Books and payment of commission at Post Offices, separate instructions have since been issued by the Director-General of Posts and Telegraphs in his special Circular No. 66, dated 4th March 1960, a copy of which with its accompaniments is appended to this order as an Annexure II, for guidance.

7. The Deputy Commissioners, the Heads of Departments and the Secretaries to Government should take immediate action to ensure a smooth changeover well in time in the light of the above instructions and also those contained in the executive instructions.

By Order and in the name of the Governor of Mysore,

N. S. BHARATH,
Deputy Secretary to Government,
Finance Department.

To—The Secretaries to Government.
The Heads of Departments.
The Divisional Commissioners.
The Deputy Commissioners with spare copies.
The Post Master-General, Madras.
The Post Master-General, Bombay.
The Post Master-General, Hyderabad.
The Secretary, Board of Revenue, Bangalore.
The Director of Printing, Stationery and Publications in Mysore, Bangalore.
The Accountant General, Mysore, Bangalore.
The Treasury Officers.
The National Savings Commissioner, Nagpur.
All the Members of the State Advisory Board.
The Secretary, Reserve Bank of India, Central Office, Bombay.
The Manager, Reserve Bank of India, Bangalore.
The Joint Secretary to the Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi (with a covering letter).
The Post Master-General, Andhra Pradesh, Karnool.
The Director of Posts and Telegraphs, Mysore Circle, Bangalore.
The Chairman, Central Advisory Board of National Savings, New Delhi (with a covering letter).

Exd.—A.N.N.

ANNEXURE 1.

EXECUTIVE INSTRUCTIONS RELATING TO THE STANDARDISED AGENCY SYSTEM.

1. *Introductory.*—The question of rationalisation of various agency systems under the Small Savings Scheme has been considered by the Government of India and it has been decided to replace all the existing agency systems by one common agency system both for Urban and Rural areas. The new system will be called the "Standardised Agency System".

2. *Date of Introduction.*—The 'Standardised Agency System' will come into force with effect from the 1st October 1960 All appointments on and after the 1st October 1960, should be made only under the Standardised Agency System.

3. *Scope of the Agency.*—The agency will at present be confined to the sale of 12-Year National Plan Savings Certificates and 10-Year Treasury Savings Deposit Certificates. It may be extended to such other Small Savings Securities as may be notified by the Government of India from time to time as being saleable through Authorised Agents.

4. *Eligibility.*—Individuals E. D. B. P. Ms.* to Registered Co-operative Societies, Scheduled Banks, Registered Social Services Organisation, Universities, Gram Panchayats and institutions specially approved by the Government will be eligible for appointment as authorised agents. An individual selected for appointment should be a person of substance having wide contacts, and sufficiently educated to transact the agency business. He/She must be a person of integrity, preferably owning some immovable property or well-known locally or voushed for by a person owning property or otherwise well-known to the local authorities Non-Gazetted employees of the Central and State Governments are eligible for appointment as Internal Agents on the recommendation of the head of the office concerned.

The agency shall not be granted to (*a*) employees or near relatives of the National Savings Organisation of the Government of India, (*b*) employees and Treasury and Mail Contractors (together with their employees and agents) of the Posts and Telegraphs Department and the near relatives of all these categories of persons, (*c*) Central and State Government employees except when they are appointed as Internal Agents. Where appointment of certain categories of State Government employees has been made earlier as Agent and the Government of India has approved of them, the above restriction will not apply.

As regards Co-operative Societies (which term includes Central, District and Apex Co-operative Banks), only those societies will be appointed as agents, which are recommended by the Registrar of Co-operative Societies. For the purposes of these instructions 'Scheduled Banks' will be only such banks as are included in the second schedule to the Reserve Bank of India Act.

5. *Application for appointment.*—An individual desirous of being appointed authorised agent will make an application to the Appointing Authority in Form A. A. S.—1. Firms, Companies, Institutions, Co-operative Societies, Organisations, etc., will apply in Form A. A. S.—2. For certain categories of institutional agents provisions have been made for addition of authorised workers within the maximum permissible limit at any time after the appointment of an agent organisation (*vide* Form A. A. S.—2-A) and also for cancellation, at the request of the agent-organisation, of the certificate of Authority of one or more of the authorised workers (From A. A. S.—2-B).

The solvency of the sureties will be verified by the Appointing Authority concerned to their satisfaction. The verification should be completed as far as possible within a week of the receipt of the application.

6 *Security.*—The security terms on which the agents may be appointed under the Standardised Agent System and the value of the receipt books to be issued to them will be as under :—

(i) Security of Rs. 2,000 or two sureties for Rs. 2,000 each or one surety of a bank for Rs. 4,000. The value of receipt books will be Rs. 45,000 *plus* two

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[* Extra Departmental Branch Post Masters.]

sets of crossed cheque receipt books of Rs. 100, Rs. 1,000 and Rs. 5,000 denominations.

(ii) Security of Rs. 1,000 or two sureties of Rs. 1,000 each or one surety of a bank for Rs. 2,000. The value of receipt books will be Rs. 20,000 plus two sets of crossed cheque receipt books of Rs. 100, Rs. 1,000 and Rs. 5,000 denominations.

(iii) Security of Rs. 100. The value of receipt books will be Rs. 5,000. However, agent-organisations appointed under the erstwhile Women's Savings Campaign and registered Social Service Organisations appointed hereafter may be given receipt books of the value of Rs. 20,000 and crossed cheque receipt books of Rs. 25,000 for each authorised worker.

(iv) *Exempted Categories*—

(i) No security or surety will be required from scheduled banks and co-operative societies including co-operative banks. The value of receipt books will be Rs. 45,000 *plus* 2 sets of crossed cheque receipt books of Rs. 100, Rs. 1,000 and Rs. 5,000 denominations.

(ii) No security will be taken from members of the non-gazetted staff appointed as internal agents in Government offices, and other officials who have been specifically exempted from furnishing security by orders of the Government of India issued from time to time. The value of receipt books will be Rs. 5,000 *plus* one crossed cheque receipt book of Rs. 1,000 denomination.

Note.—The security will be either in cash or in the form of Government securities. Personal sureties should be accepted only in the case of Individuals appointed as Agents. Surety of a non-Scheduled Bank should be accepted only with the approval of the Reserve Bank of India.

7. *Agreement.*—There will be two types of Agreement, one for individuals furnishing personal sureties (Form A. A. S.—3), and the other for all classes of agents who furnish security or for whom no security is prescribed (Form A. A. S.—4). The Agreements will be signed by the Appointing Authorities on behalf of the President. The agreement shall be initially for a period of three years and thereafter it may be renewed for further period not exceeding three years at a time. The blank space in paragraph 18 of the Agreement should be filled in at the time of executing the Agreement by indicating therein the name by official designation of the D. C. whose decision regarding the liability of the agent and his sureties will be final. The Agreement provides for recovery of the amounts due from an agent and his sureties in the same manner as an arrear of land revenue. It may be noted that banks including Co-operative Banks are not to be appointed as agents for the sale of Treasury Savings Deposit Certificates.

In cases in which an agent gives a bank as surety, it should be ensured that the Agreements, etc., are signed by the person duly authorised to execute documents on behalf of the bank.

Agreements will be executed in duplicate. The original will be retained along with the pledged securities by the Appointing Authority and the duplicate by the Agent himself/itself.

8. *Execution of Agreement by old Agents.*—As the new agency constitutes a new contract, the old agents, who apply for new agency, are required to execute new Agreement and furnish the requisite security or sureties. Before the new Agreement is entered into the solvency of the sureties should be verified by the Appointing Authority.

9. *Execution of Agreement by Scheduled Banks.*—The competent authority in the Head Office of the Scheduled Bank will enter into an agreement on its behalf and on behalf of its branches, with the National Savings Commissioner, who will be the Appointing Authority in their case.

10. *Execution of Agreement by Organisation.*—The organisation appointed as agent will execute an Agreement in the prescribed form (Form A. S. S.—4) which will be signed by its office bearers, duly authorised by a resolution passed by the organisation in this behalf. Only one agreement may be executed in the same State. If an organisation has branches in more than one State, separate application and agreement will be required in respect of branches in each State. In such cases the agreement shall be executed with the Appointing Authority of the State concerned by the parent organisation. In special

cases, however, a branch/affiliated society, may, itself make an application and execute an agreement, provided the branch/affiliated society is itself a registered body and has the authority of its head office/parent-organisation, to execute such agreements.

11. *Stamp Duty.*—The Stamp Duty on the Agreement will be payable by the Government.

12. *Certificate of Authority.*—The Agents will be issued one consolidated certificate of Authority in the Form A. A. S.—5 in the case of individuals and in A. A. S.—6 in favour of institutions, banks, etc., for the sale of National Plan Savings Certificates, Treasury Savings Deposit Certificates and any other security that may be thrown for sale to them from time to time.

As regards Scheduled Banks, a single Certificate of Authority will be issued in favour of its head office, which has executed the Agreement. The Banks shall not be appointed as agents for the sale of T. S. D. Cs.

The Agency in each case will initially be for a period of three years and thereafter it will be renewed for further periods not exceeding three years at a time. Whenever the Agency is so renewed a new certificate of Authority will be issued in replacement of the old one.

13. *Life Certificate of Sureties.*—In the case of an Agent furnishing personal sureties the Appointing Authority will obtain from him annually a a Certificate that the sureties are alive.

14. *Affixing of Photo on the Certificate of Authority.*—The requirement of affixing photo on the certificate of authority has been waived in the case of Government servants appointed as Internal Agents in offices, Extra Departmental Branch Post Masters, Institutional Agents where the authorised workers are liable to change frequently and in the case of agents in rural areas where adequate facilities for photographs do not exist.

15. *Extra Departmental Branch Post Master Agents.*—The existing procedure, as laid down in the Director-General's Post Office Circular No. 95, dated Friday the 7th March 1952, for dealing with applications for purchase of National Plan Savings Certificates and drawal of commission by these agents from the departmental cash balance will continue to operate under the Standardised Agency System with the modification that, instead of the National Savings Commissioner, the Appointing Authorities will be the State authorities.

16. *Authorised workers attached to Institutions, etc.*—All Institutions including social service organisations appointed as agents may be allowed to work through authorised workers who may not exceed six in number. Each authorised worker will be given a Certificate of Authority which will primarily be issued in the name of the institution/organisation and contain the name and address and specimen signatures of the workers.

17. *Minimum Guarantee.*—There will be no condition regarding minimum guaranteed business under the S. A. S. but inactive agents should be weeded out after periodical review. Agreements of inactive agents and of Agents whose sureties do not continue to be solvent and are otherwise unacceptable should not be renewed.

18. *Field of Operation.*—Under the Standardised Agency System an Agent will be allowed to canvass investments throughout the State in which he is appointed, provided he complies with the prescribed formalities in regard to acquittance of the investor on the receipt books, etc. The Agent will, however be attached to not more than three post offices falling under a single Head Post Office for the purpose of purchasing Certificates saleable through Post Offices.

The above concession will not, however, apply to Government servants appointed as Internal Agents whose scope will be limited to canvassing amongst employees who are either working or have retired from the same office and their family members. He may also be allowed to canvass the staff of other neighbouring offices provided (*a*) no similar agent is functioning in such offices, (*b*) the administrative heads of such offices agree to the agents of other offices functioning in their offices, and (*c*) the administrative heads of offices in which such agents are employed agree to their working in other offices. These agents will, however, continue to be attached for transaction of business to one post office only, as at present.

With a view to ensure that investments have been secured by the Government servants appointed as agents from persons of eligible categories only, the

Checking Authorities should obtain a certificate from the Government employee on the counter-foil of the receipt that the applicant is a member of the family indicating his/her relationship to him.

Note.—The term 'family' will include the employee's wife, legitimate children, step children, parents, sisters and minor brothers if residing with and wholly dependant upon the employee.

19. Receipt Books.—Receipt Books will be supplied to the authorised agents by the Issuing Authority [see para 22 (*b*) below]. The Receipt Book will be in the following denominations :—

Ordinary Receipt Book.—

(*a*) 5-Rupee Receipts in books of 25 forms each.
(*b*) 10-Rupee Receipts in books of 25 forms each.
(*c*) 50-Rupee Receipts in books of 20 forms each.
(*d*) 100-Rupee Receipts in books of 20 forms each.
(*e*) 500-Rupee Receipts in books of 10 forms each.
(*f*) 1,000-Rupee Receipts in books of 10 forms each.
(*g*) 5,000-Rupee Receipts in books of 5 forms each.

Crossed Cheque Receipt Books.—

(*a*) 100-Rupee receipts in books of 20 forms each.
(*b*) 1,000-Rupee Receipts in books of 10 forms each.
(*c*) 5,000-Rupee Receipts in books of 5 forms each.

The agents will use 'Crossed cheque' Receipt Books only when crossed cheques are tendered by investors.

The agents will be given the choice to select the denominations of Receipt Books, and how many of each denomination they would like to have, subject to the condition that the over all maximum limit prescribed above is not exceeded.

The Receipt Books are being printed in English by the Government of India. Receipt Books in Kannada (regional language) are being printed by this Government. In the case of regional language Receipt Books, the portion on the reverse of the counterfoil of the receipt form, which is to be filled up by the deposit-accepting office, will, however, remain in English.

Instructions regarding the issue, use, checking, surrender, etc., of the Receipt Books are being issued separately by the Director General, Posts and Telegraphs, as, with effect from 1st October 1960, the Post Offices will function as Issuing, Checking and Paying Authorities. "In genuine-cases the Issuing Authority may issue to an Authorised Agent extra Receipt Books up to 10 per cent of the permissible limit."

20. *Commission.*—The Agent shall be entitled to receive a commission at such rate as may be notified by the Government of India from time to time in respect of each of the securities sold through the Agent under the terms of the Agreement executed by him/her/it. The commission is payable on the sale of securities on production of the receipts duly discharged by the investor or investors to the Paying Authority. Till further orders, commission to authorised Agents is payable on sales through them in the prescribed manner of 12-Year National Plan Savings Certificates and 10-Year Treasury Savings Deposits Certificates only at the rates of $1\frac{1}{4}$ per cent and $\frac{1}{2}$ per cent, respectively.

The commission on National Plan Savings Certificates will be paid in accordance with the procedure issued by the Director General, Posts and Telegraphs in this respect. As regards Treasury Savings Deposit Certificates, the existing arrangements for claiming commission through District Authorities will continue.

21. *Investment on which commission will not be payable.*—No commission will be payable to agents on sales of Small Savings Securities representing investment of Provident Fund Money, Compensation Money paid to dispaced persons in the form of National Plan Savings Certificates, Cash Securities already pledged to Government officials, by Contractors, etc., court funds, funds in the control of Government officials or local authorities or statutory authorities or investments required to be made in Small Savings Securities under a statute or by an express order of the Government.

22. *Time Limits for transactions.*—All transactions must be handled promptly and completed expeditiously by the Agents. The maximum time allowed is shown as follows :—

(i) *Deposit of money in the Deposit Receiving Office.*—10 days from the date of receipt of money from the purchasers.

(ii) *Delivery of Certificate to the investor.*—30 days from the date of receipt of money. Relaxation may be allowed by the disbursing authorities in cases where the delay in the delivering the certificates to the investors was caused by reasons beyond the control of an agent.

(iii) *Submission of Commission Claims.*—4 months from the date of receipt of money.

22-A. *Authorities.*—(*a*) *Appointing Authority.*—The Appointing Authority will be the State Government officials. Scheduled Banks will, however, be appointed by the National Savings Commissioner. The Deputy Commissioners, the Tahsildars and the Vice-President, Sanitary Board, Robertsonpent, K.G.F., declared as "Appointing Authority" in Government Order No Fl. (R) 183-283 B. & T. 15-56-2, dated the 26th June 1956 shall continue as such under this Standardised Agency System also. The names, designations and specimen signatures of the Appointing Authority in every district should be communicated to the P.O. concerned.

(*b*) *Issuiny Authority.*—Issuing Authority will in future be the Post Offices. For the purpose of obtaining receipt books and claiming commission the agent will be attached to one post office only.

(*c*) *Deposit Receiving Authority.*—For the purpose of purchasing National Plan Savings Certificates an Agent will be attached to not more than three Post Offices falling under a single Head Post Office but for the purpose of depositing the moneys received for Treasury Savings Deposit Certificates, the agent will be attached, at his option, to any one of the following offices :—

(i) Treasury or Sub-Treasury.

(ii) Branch of the State Bank of India.

(iii) Branch of the State Bank of Hyderabad.

(iv) State Bank of Mysore, or its Branches.

(v) Reserve Bank of India, Bangalore.

(*d*) *Checking and Paying Authorities.*—The Checking and Paying Authorities in respect of National Plan Savings Certificates transactions will be the Post Offices.

As regards Treasury Savings Deposit Certificates, which are sold not through Post Offices but through the Public Debt Offices, Treasuries, Sub-Treasuries, the Branches of the State Bank, etc., Treasury and Sub-Treasury Officers will be the Paying Authorities. Revenue Assistants (Gazetted other than Treasury Officers) of Deputy Commissioners in District Head-quarters and the Sub-Registrars at the Taluk level will act as checking, drawing and disbursing officers and follow the same procedure as heretofore.

(*e*) *Supervising Authority.*—The field officials of the National Saving Organisation and the State Government Officials connected with the Small Saving Scheme work will be the Supervising authorities.

23. *Forms.*—The supply of Agreements and other forms in English will be arranged by the National Savings Commissioner through the Regional National Savings Officer of the State. However, the forms will also be got printed in Kannada and supplied.

24. *Loss of Certificate of Authority or Receipt Book.*—On receipt of information of the loss of Certificate of Authority or Receipt Books the Appointing Authority or the Issuing Authority as the case may be should forthwith intimate the loss to the offices with which the Agent is registered for transacting Small Savings Scheme Security business. The loss must invariably be notified in the State Gazette and, at the cost of the agent, in local papers, besides putting a notice on the Notice Board, if any, in the office of such Authority.

The Agent shall also execute an Indemnity Bond indemnifying the Government against any loss. Stamp Duty on such bonds will be payable by the Agent and should be based on the value of Receipt Books lost or the total value of Receipt Books permissible to the Agent in the case of loss of C.A.

25. *Returns.*—(*a*) The Appointing Authority will send an advice regarding appointment of Agents and cancellation of Certificates of Authority to the National Savings Organisation regularly every month, one copy to the Regional National Savings Officer, one to the Assistant National Savings Officer of the Division and one copy to the D.O. of the District concerned. Intimation of cancellation of agencies must always be sent to the Head Post Office concerned, to the Post Offices with which she/he has been allowed to transact business and also the T. S. Deposit accepting office in the Form A.A.S-7.

(*b*) The Paying Authority will send in Form A.A.S-8 to the Regional National Savings Officer regularly every month an intimation regarding the collections made and the amount of commission paid to the authorised Agents.

(*c*) All appointments of Agents shall be recorded serially in a Register (Form A.A. S-9) district-wise in the Office of the Regional National Savings Officer and with the Deputy Commissioners.

26. *Termination of Agency.*—On termination of agency of an authorised agent, the Appointing Authority will ensure that all moneys and papers including the certificate(s) of Authority, used, partially used and un-used Receipt Books, documents and securities which may have come into the Agent's possession or custody have been delivered by him to the authorities concerned and duly accounted for.

"(iii) When an Agency is terminated or an Agent dies, the Appointing Authority should send intimation under registered post to three Post Offices to which the Agent is accredited with copies to their Head Office. In his order the Appointing Authority will specify the date by which the unused Receipt Books should be returned to the Post Office and the Post Office will keep a watch whether this has been done and will intimate the Appointing Authority accordingly".

N. S. BHARATH,
Deputy Secretary to Government,
Finance Department.

FORM AAS-1.

GOVERNMENT OF INDIA, NATIONAL SAVINGS ORGANISATION.

Application form for appointment as Authorised Agent.

(To be used by Individuals only).

To

.....
.....
.....

Sir,

I desire to act as an Authorised Agent for the sale of 12-Year N.P.S.Cs., 10-Year T.S.D.Cs. and Other Small Savings Securities which may be notified by the Government of India from time to time as securities which Authorised Agents may canvass.

2. My.—

(*a*) Full name is ....
(*b*) Father's name is ....
(*c*) Occupation is .. ..
(*d*) Business/Office address is .....
(*e*) Residential address is .. ..
(*f*) Age is ....

3. I declare that I am not a close relation (*i.e.*, wife, legitimate child or step child, father, mother, sister or brother) of an official of the Posts and Telegraphs Department or the National Savings Organisation.

4. (*a*) I request that for the sale of certificates issued through Post Offices, I may be attached to the undernoted Post Office(s):—

(i) ..... G.P.O./H.P.O./S.P.O./B.P.O.

(ii) ..... G.P.O./H.P.O./S.P.O./B.P.O.

(iii) ..... G.P.O./H.P.O./S.P.O./B.P.O.

(*b*) In respect of certificates issued through other agencies, I may be attached to the following office(s):—

(i) .....

(ii) .....

(iii) .....

5. In the event of my appointment being approved, I shall—

(*a*) put up two acceptable sureties each guaranteeing to the extent of Rs.....OR

(*b*) furnish security in cash or in the shape of Government securities totalling the issue price of Rs.....OR

(*c*) furnish one surety of a bank for Rs .....

(Does not apply to Government servants appointed as Internal Agents.)

6. I agree to abide by all the rules regulations instructions, etc., regarding the appointment of authorised agents at present in force and as may be amended from time to time.

7. I previously worked as Authorised Agent at..... .....during the years(s) .....

OR

have not so far worked as authorised Agent.

8. I may be allowed to obtain Receipt Books from..... .....

(Name and address of Issuing Authority).

Yours faithfully,

Place.....

Date.....

(Signature of Applicant)

(To be filled up only if the application is recommended by somebody).

I recommend this application—

(1) Name..... (Signature).....

(2) Repeat Full Address.....

Designation .....

Date .....

(To be filled up in the office of the Appointing Authority).

1. Application scrutinised by .....

.....

(Signature),

.....

Designation.

2. Applicant's appointment as Authorised Agent approved on..... .....(Date after verifying the solvency of the sureties, in cases where sureties are put up.

3. Agreement completed on.....(Date).

4. Certificate(s) of Authority bearing number(s) .... issued on .....(Date).

5. Signature of Appointing Authority.....

6. Designation of Appointing Authority .....

Date .....

FORM AAS-2.

GOVERNMENT OF INDIA.

NATIONAL SAVINGS ORGANISATION.

Application form for appointment as Authorised Agent.

(To be used by Firms, Companies, Organisations, Co-operative Societies, Women's Organisations).

To

.....

.....

Sir,

We desire to act as an Authorised Agent for the sale of 12-Year National Plan Savings Certificates, (Not applicable to banks) * 10-Year Treasury Savings Deposit Certificates and other Small Savings Securities which may be notified by the Government of India from time to time as securities which Authorised Agents may canvass :

2. Our—

(*a*) Full name is .. ..

(*b*) Business is ....

(*c*) Business/office address is .....

(*d*) Certificate of incorporation or registration--

Number.....issued by.....

Under..... Act.....

3. We propose to work as Authorised Agent through—

(*a*) the bollowing branches,--

(*b*) the following Savings Workers—

(specimen signatures given in the attached specimen signature slip).

Note.—Forms AAS-2A and AAS-2B will be used for intimating any addition or deletion to the names of Savings Workers, respectively.

4. We request that for transaction of the above business they may be attached to the Post Office(s) or Office(s) noted against each of them. Their specimen signatures are given in the attached sheet.

Name of the Branch/Individual.	*Address.*	*Post Office/Office*

5. We shall be accountable to the Government for all losses or claims that may arise on account of our defaults and the defaults of our branches or individuals—appointed as Savings Workers at our request, and any amounts received by us or the Savings Workers appointed at our request, and which are not legally due to us and the Savings Workers.

6. In the event of our appointment being approved, we shall—

* (*a*) furnish security in cash or in the shape of Government Securities totalling to the issue price of Rs.....or

(*b*) furnish two sureties of Rs. .....

7. We agree to abide by all the rules, regulations, instructions, etc., regarding the appointment of Authorised Agents at present in force and as may be amended from time to time.

---

* Not applicable to Scheduled Banks, Co-operative Banks and Co-operative Societies.

8. We/Our Branches/Individuals mentioned in para 3 above previously worked as Authorised Agent at.... .....during the year(s) ....

OR

have not so far worked as Authorised Agent.

9. We enclose herein a copy of our constitution certified by our Partners/Chairman/Secretary/Manag Office-bearers.

10. The following persons are authorised to execute the agreement and enter into all transactions on our behalf :—

Name.	*Designation*	*Specimen signature.*

11. We may be allowed to obtain Receipt Books from—

Name of Branch/Individual.	*Name and address of Issuing Authority.*

Yours faithfully,

Place.....

Date.....

Signature of the applicant.

Applicable to approved Women's Organisations only.

(To be filled up only if the Application is Recommended by somebody.)

I recommend this application—

(1) Name.....

Full address..... (Signature) ... . .

..... Designation... ... .

Date.....

(2) Name.....

Full address..... (Signature) .....

..... Designation .....

Date.....

(To be filled up in the office of the Appointing Authority.)

1. Application scrutinised by..... .. . .(Signature).

Dated..... .....(Designation)

2. Applicant's appointment as authorised Agent approved after verifying the solvency of the sureties, in cases where sureties have been put up..... .....(Date)

3. Agreement completed on.....(Date).

4. Certificate(s) of Authority bearing number(s) issued on..... (Date)

5. Signature of Appointing Authority.....

Designation of Appointing Authority.....

Date .. . .

SPECIMEN SIGNATURE SLIP.

(Enclosure to Form AAS-2)

(1) Name and full address of the Firm, Company, Organisation, Co-operative Society, Women's Organisation, Forum or Association .....

(2) Whether headquarters office or branch office ; in the latter case name of place where established.....

Name and address of person authorised to issue receipts.

Name of Head P.O., Sub-P.O., or Branch P.O. or other office to which the person authorised to issue receipts is to be attached.

Specimens of Signature.

1. .....

Residential address

For———*	For———	For——— .....
For———	For———	

2. ....(Name)

Residential address

For———	For———	For——— .....
For———	For———	

Above specimen signature verified.

For.....

.....† (Signature)

..... (Designation)

---

*Name of Organisation and Place.

Designation.

†The signature should be of the person signing the Application for Appointment.

FORM AAS-2A.

(Application form for further appointment of authorised workers).

To

.....
.....
.....

Sir,

Reference.—Certificate of Authority No.....
.....issued by.....
on.....

With reference to the above Certificate of Authority, we request that the following branches/Individuals be added to the list of persons through whom we propose to work.

Name of Branch/Individual	*Name of Post Office/ office for transacting business.*	*Name of Issuing Authority for obtaining R. Books.*
1.	..	..
2.	..	..
3.	..	..
4.	..	..
5.	..	..
6.	..	..

The specimen signature(s) of the Individuals/persons authorised transact business on behalf of the branch(es) named above are given in enclosed specimen signature slip(s).

2. We shall be accountable to you for all moneys received by them, r books, small savings securities and all the literature relating to Small S which might be issued to them by the Government.

Yours faithfully,

Signature.....
Designation.....
For.....;

(Name of Firm, Company, body, organisation, etc., appointed authorised agent).

FORM AAS—2B.

(Intimation of cancellation of Certificate of Authority granted to authorised workers).

To

(The Appointing Authority,
.....
.....

Sir,

Reference.—Certificate of Authority No..... issued by.....
.....on.....

With reference to the above Certificate of Authority, we inform you that the following branches/individuals will cease to act on our behalf with effect from the date(s) noted against each :

Name of Branch/ Individual	*Post Office/ Office to which attached*	*Name of Issuing Authority for obtaining Receipt Books*	*Date of cessation*

The authority given to them is returned herewith for cancellation. The moneys received by them, receipt books, small savings securities and all the literature in their possession relating to Small Savings have been received by us and are returned herewith to the Post Office/Issuing Authority and we continue to be accountable to you for the same.

Yours faithfully,

Signature.....
(Designation).....
For.....
(Name of firm, company, body, organisation, etc., appointed Authorised Agent).

Verification by Post Office(s).—Certified that the statements made above are correct, so far as the Post Office(s) is/are concerned.

Name of Branch/ Individual	*Name of Post Office*	*Postal Stamp*	*Date*	*Signature of Postmaster*

Verification by Issuing Authority(ies) Certified that the statements made above by the applicant are correct, so far as the Issuing Authority is concerned.

Name of Branch/ Individual	*Issuing Authority*	*Date*	*Signature of Issuing Authority*
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

FORM AAS-3.

FORM OF AGREEMENT.

(Personal Sureties).

For Individuals only.

ARTICLES OF AGREEMENT made at.....this .....day of.....one thousand nine hundred and sixty.....between the President of India hereinafter called the 'Government' (which expression shall be deemed to include his successors and assigns wherever the context so admits or requires) of the one part;

AND party of the second part consisting of (A).....
son of.....by occupation.....
of.....hereinafter called the 'Agent' (which expression shall include his heirs, executors and administrators wherever the context so admits or requires), and (B).....
son of.....by occupation.....
of ..... and/(C) .....

son of.....by occupation... . ...
of ...../and* (BI) ....
hereinafter called 'The Sureties' (which expression shall include their heirs, executors and administrators/successors and assigns wherever the context so admits or requires).

WHEREAS the Government under their Small Savings Scheme Issue Securities of various denominations, for sale to the investing public;

AND WHEREAS with a view to expanding the said Scheme the Government are desirous of appointing authorised agents for sale of such securities;

AND WHEREAS the Agent has agreed to act as such authorised agent on the terms and conditions hereinafter appearing;

AND WHEREAS the said (B) and (C)/* (BI) the sureties aforesaid have agreed to secure and indemnify the Government against all loss, injury, damages, costs or expenses which the Government may, in anyway, suffer by reason of the misconduct, neglect, oversight or any other act or omission of the said Agent in the manner hereinafter appearing.

NOW IT IS HEREBY AGREED BY and between the parties hereto as follows:

1. The Agent is hereby appointed as the authorised agent of the Government for the purpose of effecting sales of 12-Year National Plan Savings Certificates,10-Year Treasury Savings Deposit Certificates and such other Small Savings Certificates hereinafter referred to as the 'Small Savings Securities' as may be thrown open for sale through the Agent by a Notification or Notifications issued by the Government in this behalf. The Agent shall be entitled to receive commission at the rate of 1¼ per cent on the sale of 12-Year National Plan Savings Certificates, ½ per cent on the sale of 10-Year Treasury Savings Deposit Certificates and at such rates as may be prescribed by the Government by Notification from time to time.

2. The Agent shall sell the securities referred to in clause (1) above in the State of Mysore.

3. The Agent shall on behalf of the Government receive from the prospective investors moneys for the purchase of Small Savings Securities and pass appropriate receipts for the same to the investors, in the prescribed form from the printed Receipt Books, which the Government will at their own cost supply to the Agent for the purpose. In no case shall the Agent accept money for which he is not able immediately to issue a proper valid receipt or receipts from the printed Receipt Book(s).

4. The Agent shall within ten days from the receipt of the moneys as aforesaid deposit the same in the Post Office(s) or such other office(s) as may be specified in this behalf by the Government, to which he may be attached for the purpose of purchasing the said securities and pending such deposit, the Agent shall hold the said moneys in trust for and on behalf of the Government.

5. The Agent shall obtain from the prospective investors such documents or writings as may from time to time be prescribed by the Government in regard to the purchase of such securities.

6. The Government shall through the Post Office(s) or other Office(s) concerned issue and furnish to the Agent Small Savings Securities in the name or names of such person or persons and for such amounts as the investors shall have applied for. The Agent shall on obtaining such securities deliver the same to the investor or investors in exchange for the original receipt or receipts that may have been passed to them duly discharged by the investors.

7. Subject as herein otherwise provided, the Agent shall be entitled to receive a commission at such rate as may be notified by the Government from time to time in respect of the securities sold to investors through the Agent under the terms of Agreement. The commission shall be payable on the sale of the securities on production of the receipts duly discharged by the investor or investors to the Paying Authority appointed in this behalf. Save as aforesaid the Agent shall not be entitled to any other commission, remuneration, or payment whatsoever for the work done under these presents, notwithstanding any costs, charges or expenses the Agent may incur for the purpose. No commission shall in any event be payable on sale of securities representing investment of Provident Fund money, compensation money paid to displaced

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*'B' and 'C' apply when two sureties are furnished, whereas 'BI' applies when one consolidated surety of a bank is furnished.

persons in the form of National Plan Savings Certificates, cash securities already pledged to Government officials by contractors and other persons, Court Funds, funds in the control of Government Officials or local or statutory authorities, investments required to be made in Small Savings Securities urder any enactment or by an express order of the Government or investments made or secured by or on behalf of persons residing abroad.

8. The Agent hereby undertakes to carry out such directions and instructions as may from time to time be issued by the Government or persons duly authorised by the Government and to comply with all rules and regulations pertaining to the issue of the securities from time to time and orders and regulations issued by the Government together with any modifications or additions thereof and to keep himself/herself acquainted with the aforesaid rules, orders and regulations, and in particular undertakes :—

(*a*) to follow all instructions printed on the cover of all the official Receipt Books issued by the Government ;

(*b*) never under any circumstances to exceed the amounts up to which a receipt form is valid for an investment or investments nor to make any alteration in the matter printed on the receipt forms and counterfoils ;

(*c*) to ascertain from the investors before accepting any moneys that the Small Savings Securities for which he applies will, if bought, not render his total holding of such securities of all series in excess of the limit laid down in the rules governing such securities for the time being in force ;

(*d*) to forthwith refund to the Government any commission that may have been paid in respect of such securities as may have been sold to the investor or investors in excess of the limits of holdings laid down in the said rules for investment by investor or investors, or otherwise received by him/her in excess of any amount due to him/her ;

(*e*) to keep the Certificate(s) of Authority and Receipt Books issued to him/her with care and in case of loss, immediately report the same to the Appointing/Issuing Authority and the Post Office(s) or other Office(s) to which he/she is attached ;

(*f*) in case of loss of any Receipt Book not to claim any commission on sales of the securities recorded therein ;

(*g*) to produce the Receipt Books to the Paying Authority for the purposes of checking or payment of commission as herein provided and claim commission within four months from the date of receipt of money for Small Savings Securities failing which such commission shall be forfeited ;

(*h*) notwithstanding the provisions of sub-clause (g) above, to produce the Receipt Books to the Checking Authority for the purpose of checking whenever demanded by the said authority ;

(*i*) to deliver the securities (purchased by the Agent on behalf of the investors) to the investors without undue delay and in any case within 30 days of the date of receipt of the money failing which the Agent shall forfeit the commission earned on the sale of such securities and if the same may have been paid will forthwith refund it to the Government ;

(*j*) to carry out this Agreement faithfully and deligently and to the best of his/her ability to promote the said scheme ; and

(*k*) not to assign or otherwise transfer the benefit of this Agreement or any part thereof to a third party.

9. Subject to the provision for earlier termination hereinafter contained, the period of the agency shall be initially for three years and thereafter the agency may be renewed at the option of the Government for further periods not exceeding three years at a time.

9-A. The Agency would be liable to be terminated by the Government without notice if the work or conduct of the Agent is adversely commented upon by the supervising authorities or if he/she is, in the opinion of the Government which shall be final and binding, guilty of breach of any provision of this Ageement, or if he/she becomes insolvent or if it is discovered that a part of the whole of the business was secured by him/her with the help or connivance of an official of the Posts and Telegraphs Department or National Savings Organisation. The commission earned on such business would also be liable to forfeiture and if the commission on such business has already been paid, the agent must refund it to the Government.

10. This Agreement may be terminated by either party by giving three months' notice to the other. Provided, however, the Government shall be at liberty to terminate the agency at any time without notice and without assigning any reason for the same.

11. The stamp duty on this Agreement will be payable by the Government.

12. On termination of this Agreement howsoever occasioned, the Agent shall forthwith deliver to the Government all moneys and papers including the Certificate(s) of Authority, used, partially used and unused Receipt Books, documents and securities which may have come to his/her possession or custody for the purchase and sale of such securities under the terms of this Agreement.

13. The Agent hereby agrees to well and sufficiently protect and keep harmless and indemnify the Government against all manner of embezzlement, misappropriation or misapplication of moneys, and the Small Savings Securities, which may from time to time during the continuance of this Agreement come into his/her possession or control and belonging either to the Government or to the investor or investors and also against the carrying away, loss, destruction or otherwise of any writings, evidence, books or papers belonging to the Government or to any of the investors without directions and authority of the Government or person or persons duly authorised by the Government and against all costs, charges and expenses in relation thereto. The Agent shall also indemnify fully, the Government against all losses or claims that may arise on account of his/her defaults and any amounts received by him/her and which are not legally due to him/her and the Government shall be fully indemnified against all such loss or damage as aforesaid at any time.

14. * The said (B) and (C) sureties of the aforesaid Agent (A) and their heirs, executors and administrators hold themselves bound, unto the Government jointly and severally for the due performance of the duties of the said Agent and faithful observance and performance by him of the terms and conditions of this Agreement and shall indemnify and keep indemnified the Government against all and every losses, damages and claims which during the time the said (A) shall act as Authorised Agent happen to be or be sustained by or may arise against the Government or any servant of the Government so that the liability of each of the said (B) and (C) shall in no event exceed the sum of Rupees two thousand/one thousand and should the amount of the common liability be less than Rupees four thousand/two thousand, the maximum sum hereby guaranteed, then the liability of each of the said (B) and (C) shall be reduced proportionately. After termination of the agency, howsoever occasioned, the liability of the said 'B' and 'C' shall continue till the Agent has returned all documents moneys, etc., referred to in paragraph 12 hereof".

14-A. † The said (BI) sureties of the aforesaid Agent (A) and its successors and assigns hold themselves bound unto the Government for the due performance of the duties of the said Agent and faithful observance and performance by him/her of the terms and conditions of this Agreement and shall indemnify and keep indemnified the Government against all and every losses, damages and claims which during the time the said (A) shall act as authorised Agent happen to be or be sustained by or may arise against the Government or any servant of the Government so that the liability of the said sureties shall in no event exceed the sum of Rupees four thousand/two thousand which is maximum sum hereby guaranteed. After termination of the agency howsoever occasioned, the liability of the said 'BI' shall continue till the Agent has returned all documents, moneys, etc., referred to in paragraph 12 hereof".

15. It is hereby agreed and declared that neither of them the said (B) and (C)/†† the said (BI) shall be at liberty to terminate his/their suretyship and that the liability of each of them/†† the said sureties shall within the aforesaid limits of liability extend and be applicable to the whole indebtedness or liability of the said (A) to the Government at any time and not merely to so much thereof as shall be coextensive with the aforesaid maximum guaranteed liability of Rupees four thousand/two thousand herein and it is hereby expressly agreed and declared that the Government shall be entitled without notice to either of the said (B) and (C) the said (BI) to vary or alter or supersede the terms of employment, instructions, directions, and rules and regulations as the Government may think fit and without reference to them either of them the Government may grant any time or other indulgence to the said (A) without thereby in any way affecting the liability of any of the said sureties (B) and (C)/†† the said sureties (BI) (and each of them shall be treated as a principal debtor to the Government for all libility hereunder).

---

* Applies in cases in which two personal sureties are furnished.
† Applies in cases in which one consolidated surety of a Bank is furnished.
†† Delete whichever is not applicable.

16. And it is hereby further agreed and declared that the Government shall be under no liability to take any action either civil or criminal against the Agent (A) or any other person before making the said (B) and (C) or either of them/* (BI) liable hereunder and if the Government does take any action as aforesaid, the same shall not in any way affect their liability (and the liability of each of them) hereunder and notice of dishonest act on the part of the said (A) shall not in any way affect their liability.

17. The Appointing Authority, the Issuing Authority, the Paying Authority, and the Checking Authority shall be such authorities as may be appointed from time to time by the State Government in the matter.

18. The Agent or Sureties shall pay all such sums as shall be due to the Government within the time hereinbefore specified. If the Agent or Sureties fail to pay such sums as shall be due to the Government from time to time within the specified period then and in such event all sums due to the Government (as to which the decision of.....shall be final) shall at the option of the Government be recoverable in the same manner as an arrear of land revenue.

IN WITNESS WHEREOF the parties hereto have set their respective hands hereunto the day, month and year first hereinabove written.

Signed and delivered by (A)

(B)

and (C)/(BI)

In the presence of—

(i) .....
.....
.....

(ii) .....
.....
.....

Signed and delivered by the..... for and on behalf of the President of India in the presence of—

.....
.....
.....

---

* Delete whichever is not applicable.
( ) to be retained only in case of two individual sureties.

FORM No. A. A. S.—4.

FORM OF AGREEMENT.

(Cash or Government Securities).

ARTICLES OF AGREEMENT made at ....
this ..... day of .....
one thousand nine hundred and sixty .....
between the President of India hereinafter called the 'Government' (which expression shall be deemed to include his successors and assigns wherever the context so admits or requires) of the one part;

* AND .....,
..... by occupation .....
of ..... hereinafter called 'the Agent' (which expression shall include his heirs, executors and administrators wherever the context so admits or requires) of the other part.

* Applicable to individuals only.

* AND ..... (here insert the name of the organisation registered under .... Act and having its registered office at .... hereinafter called 'the Agent' (which expression shall be deemed to include its successors and assigns wherever the context so admits or requires) of the other part.

* Applicable to registered organisations.

WHEREAS the Government under their Small Savings Scheme issue securities of various denominations for sale to the investing public :

AND WHEREAS with a view to expanding the said scheme the Government are desirous of appointing authorised agents for sale of such securities ;

AND WHEREAS the Agent has agreed to act as such authorised Agent on the terms and conditions hereinafter appearing ;

* AND WHEREAS it is also one of such terms that the Agent should as security for the due fulfilment of the said contract deposit with the National Savings Commissioner, cash or Government securities of the aggregate purchase price of Rs. two thousand/one thousand/one hundred ,

* Not applicable to banks, co-operative societies and Government servants appointed as internal agents who are exempted from furnishing security.

AND WHEREAS the Agent has accordingly deposited with the National Savings Commissioner Cash/Government securities duly transferred to the latter of the aggregate purchase price of rupees two thousand/one thousand/ one hundred, particulars whereof are set out in the Schedule hereunder written.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows :—

1. The Agent is hereby appointed as the authorised agent of the Government for the purpose of effecting sales of 12-Year National Plan Savings Certificates, 10-Year Treasury Savings Deposit Certificates and such other Small Savings Certificates hereinafter referred to as the "Small Savings Securities" as may be thrown open for sale through the Agent by a Notification or Notifications issued by the Government in this behalf. The Agent shall be entitled to receive commission at the rate of $1\frac{1}{4}$ per cent on the sale of 12-Year National Plan Savings Certificates, $\frac{1}{2}$ per cent on the sale of 10-Year Treasury Savings Deposit Certificates and at such rates as may be prescribed by the Government by Notification from time to time

2. The Agents shall sell the securities referred to in clause (1) above in the state of Mysore.

* 2A. The agent herein who is a Government servant working in the office of ..... of the Government is hereby appointed internal agent to canvass and sell Small Savings Securities amongst the employees who are working or retired from the said office and members of their families.

* Applicable only in case of internal agents who are Government servants.

The term 'family' will include the employee's wife legitimate children, step children, parents, sisters and minor brothers if residing with and wholly dependant upon the employee.

The Agent may also, with the prior permission in writing of the Government canvass and sell such securities to the employees of other neighbouring office (s) of the Government provided that (*a*) the administrative head of the office in which the agent is employed agrees to his working as such agent in other office (s), (*b*) there is no similar agent of the Government functioning in such office (s) and (*c*) the administrative head (s) of the office (s) concerned agree (s) to the agent canvassing and or selling such securities to the employees of such office (s) .

3. The agent shall on behalf of the Government receive from the prospective investors moneys for the purchase of Small Savings Securities and pass appropriate receipts for the same investors, in the prescribed form, from the printed Receipt Books, which the Government will at their own cost supply to the Agent for the purpose. In no case shall agent accept money for which he is not able immediately to issue a proper valid receipt or receipts from the printed Receipt Book (s) .

4. The Agent shall within ten days from the receipt of the moneys as aforesaid deposit the same in the Post Office(s) or such other office(s) as may be specified in this behalf by the Government to which he may be attached for the purpose of purchasing the said securities and pending such deposit, the Agent shall hold the said moneys in trust for and on behalf of the Government.

5. The Agent shall obtain from the prospective investors such documents or writings as may from time to time be prescribed by the Government in regard to the purchase of such Securities.

6. The Government shall through the Post Office(s) or other office(s) concerned issue and furnish to the Agent, Small Savings Securities in the name or names of such person or persons and for such amounts as the investors shall have applied for. The Agent shall on obtaining such securities deliver the same to the investor or investors in exchange for the original receipt or receipts that may have been passed to them duly discharged by the investors.

7. Subject as herein otherwise provided the Agent shall be entitled to receive a commission at such rate as may be notified by the Government from time to time in respect of the securities sold to investors through the Agent under the terms of this Agreement. The commission shall be payable on the sale of the securities on production of the receipts duly discharged by the investor or investors to the Paying Authority appointed in this behalf. Save as aforesaid the Agent shall not be entitled to any other commission, remuneration, or payment whatsoever for the work done under these presents notwithstanding any costs, charges or expenses, the Agent may incur for the purpose. No commission shall in any event, be payable on sale of securities representing investment of Provident Fund money, Compensation money paid to displaced persons in the form of National Plan Savings Certificates, cash securities already pledged to Government officials by contractors and other persons, court funds, funds in the control of Government officials or local or statutory authorities, investments required to be made in Small Savings Securities under any enactment or by an express order of the Government or investments made or secured by or on behalf of persons residing abroad.

8. The Agent hereby undertakes to carry out such directions and instructions as may from time to time be issued by the Government or persons duly authorised by the Government and comply with all rules and regulations pertaining to the issue of the securities from time to time and orders and regulations issued by the Government together with any modifications or additions thereof and to keep himself/itself acquainted with the aforesaid rules, orders and regulations and in particular undertakes :—

(*a*) to follow all instructions printed on the cover of the official Receipt Books issued by the Government ;

(*b*) never under any circumstances to exceed the amounts up to which a receipt form is valid for an investment or investments nor to make any alteration in the matter printed on the receipt form counterfoils ;

(*c*) to ascertain from the investor before accepting any moneys that the Small Savings Securities for which he applied will, if bought, not render his total holding of such securities of all series in excess of the limit laid down in the rules governing such securities for the time being in force ;

(*d*) to forthwith refund to the Government any commission that may have been paid in respect of such securities as may have been sold to the investor or investors in excess of the limits of holdings laid down in the said rules for investment by investor or investors, or otherwise received by him/it in excess of any amounts due to him/it ;

(*e*) to keep the Certificate(s) of Authority and Receipt Books issued to him/it with care and in case of loss, immediately report the same to the Appointing/Issuing Authority and the Post Office(s) or other office(s) to which he/it is attached ;

(*f*) in case of loss of any Receipt Book not to claim any commission on sales of the securities recorded therein ;

(*g*) to produce the Receipt Book to the Paying Authority for the purposes of checking or payment of commission as herein provided and claim commission within four months from the date of receipt of money from Small Savings Securities failing which such commission shall be forfeited ;

(*h*) notwithstanding the provisions of sub-clause (*g*) above, to produce the Receipt Books to the Checking Authority for the purpose of checking whenever demanded by the said authority ;

(*i*) to deliver the Securities (purchased by the Agent on behalf of the investors) to the investors without undue delay and in any case within 30 days of the date of receipt of the money failing which the Agent shall forfeit the commission earned on the sale of such securities and if the same may have been paid will forthwith refund it to the Government;

(*j*) to carry out this Agreement faithfully and diligently and to the best of his/its ability to promote the said scheme; and

(*k*) not to assign or otherwise transfer the benefit of this Agreement or any part thereof to the third party.

9. Subject to the provision for earlier termination hereinafter contained, the period of the agency shall be initially for three years and thereafter the agency may be renewed at the option of the Government for further periods not exceeding three years at a time.

9A. The agency would be liable to be terminated by the Government without notice if the work or conduct of the Agent adversely commented upon by the supervising authorities or if he/it is in the opinion of the Government, which shall be final and binding, guilty of breach of any provision of this agreement, or if he becomes insolvent, or it runs into liquidation or if it is discovered that a part or the whole of the business was secured by him/it with the help or connivance of an official of the Post and Telegraphs Department or National Savings Organisation. The Commission earned on such business would also be liable to forfeiture and if the commission on such business has already been paid, the agent must refund it to the Government.

10. This Agreement may be terminated by either party by giving three months' notice to the other: Provided, however, the Government shall be at liberty to terminate the agency at any time without notice and without assigning any reason for the same.

11. The Stamp Duty on this Agreement will be payable by the Government.

12. On termination of this Agreement howsoever occasioned, the Agent shall forthwith deliver to the Government all moneys and papers including the Certificate(s) of authority, used, partially used and unused Receipt Books, documents and securities which may have come to his/its possession or custody for the purchase and sale of such securities under the terms of this Agreement.

13. The Agent hereby agrees to well and sufficiently protect and keep harmless and indemnify the Government against all manner of embezzlement, misappropriation or misapplication of moneys, and the Small Savings Securities, which may from time to tme during the continuance of this Agreement come into his/its possession or control, or into the possession or control of the branches or individuals appointed as authorised workers at his/its request and belonging either to the Government or to the investor or investors and also against the carrying away, loss, destruction or otherwise of any writings, evidence, books or papers belonging to the Government or to any of the investors without directions and authority of the Government or person or persons duly authorised by the Government and against all costs, charges and expenses in relation thereto. The Agent shall also indemnify fully, the Government against all losses or claims that may arise on account of his/its defaults and the defaults of any of his/its branches or individuals appointed as authorised workers at his/its request and any amounts received by him/it or the authorised workers appointed at his/its request and which are not legally due to him/it and the authorised worker and the Government shall be fully indemnified against all such loss or damage as aforesaid at any time.

*14. The said amount/securities for rupees two thousand/one thousand/one hundred deposited as aforesaid shall be retained by Government as security for due fulfilment and faithful performance by the Agent of all and singular the several covenants herein contained on his/its part to be observed with full power to the said National Savings Commissioner for and on behalf of the Government in case the Agent shall fail to perform, fulfil, keep and observe all or any of the said covenants, conditions, or agreements on his/its part herein before contained to encash the said securities or any part thereof and appropriate the amount/proceeds of the securities or any part of such proceeds in or towards the satisfaction of the amount of all or any damages, penalties and other sums which the said Agent may have become liable to pay hereunder.

---

*Not applicable to Banks, Co-operative Societies and Government servants as internal agents who are exempted from funishing security.

2.

pupils of Schools r ed by the

years will be al for the ex

th are certi y the Heads of their institu-

tions to have attended th or at least 75 per cent. of

the number of workin the years. The percentage of

attendance for pupil will be as

regulated by t tal m

3. Only such pupils as have the Mysore tary grade

examination or any other publ he

same standard will be allowed to a for the Mysore examina-

tion of the Secondary g

4. The following is the scale of fees to candidates

for admission to the examinations.

	Elementary. Rs.	Secondary. Rs.
For each subject. ..	3	5

The amount be paid into a Mysore Government Treasury. The fee, whatever the amount, once paid into the Treasury will on no account be refunded; nor will it be reserved for a subsequent ~~year~~ examinat

5. All pupils co on the same institution must select the same centre and the applications of all of them should be forwarded together.

No candidate will be allowed to name more than one cent .

6. All applications together with the treasury receipts shoul reach the Manager of the Mysore Local Examinations, Bangalore, not later than the 15th January immediately preceding the e

Separate application forms should be used for the d grades.

15. The Appointing Authority, the Issuing Authority, the Paying Authority and the Checking Authority shall be such authorities as may be appointed from time to time by the State Government in the matter.

16. The Agent shall pay all such sums as shall be due to the Government within the time hereinbefore specified. If the agent fails to pay such sums as shall be due to the Government from time to time within that specified period then and in such event all sums due to the Government (as to which the decision of ..... shall be final) shall at the option of the Government be recoverable in the same manner as an arrear of land revenue.

IN WITNESS WHEREOF the parties hereto have set their respective hands hereinto the day, month and year first hereinabove written.

SCHEDULE REFERRED TO ABOVE (give details of the securities).

Signed and delivered by .. ..
.... in the presence of-—

*(1) .....
.....
.....

(2) .....
.....
.....

* Applicable to individuals only.

Signed and delivered by—

*(1) ....
.....
.....

(2) .....
....
....

* Applicable to registered organisations other than scheduled Banks.

For and on behalf of ....
in the presence of—

(1) .....
.....
.....

(2) .....
.....
.....

* The common seal of .....
was hereunto affixed pursuant to a resolution of the Board of Directors of....
.... passed on the .....
..... day of ..... 196 .....
in the presence of—

.... (name).
..... (designation).

Who in token hereof have hereunto signed their names.

* Applicable to Scheduled Banks only.

Common seal.

....(signature).
....(designation).

....(signature).
....(designation).

Signed and delivered by the ....
..... for and on behalf of the
President of India in the presence of ....
.. ..

———

AAS-5 PART I.

STATE EMBLEM AND MOTTO.

GOVERNMENT OF INDIA, NATIONAL SAVINGS ORGANISATION.

Authorised Agency System.

(Counterfoil to be retained in the book)

(For individuals only).

Certificate of Authority No.....
Date of Certificate .....
Name of Agent .....
Address of Agent .....
.....

Coupon forwarded to the Postmaster of.....
G.P.O./H.P.O. on.....

AND/OR

To

.....
.....
.....

.....
(Signature of Appointing Authority)
Designation.....
Address.....

Specimen
Signature of Agent.

Place.....

Date.....

Photos to be on all foils except in the case of Organisational agents, etc.

AAS-5 PART II.

STATE EMBLEM AND MOTTO.

GOVERNMENT OF INDIA, NATIONAL SAVINGS ORGANISATION.

Authorised Agency System.

(Coupon to be forwarded by the Appointing Authority to the Post Office).

(For individuals only).

Certificate of Authority No.....
Date of Certificate .....
Name of Agent .....
Address of Agent .....
To the Post-Master of .....
G.P.O./H.P.O.

The above-named person has been appointed as an authorised agent of the sale of Small Savings Securities under a Certificate of Authority particulars of which are given above. The Agent will deal with your post office (and/or your subordinate offices under your specific instruction).

.....

(Signature of Appointing Authority)

Designation.....

Address.....

Place.....

Date.....

Specimen
Signature of Agent.

Photo

Photo

AAS-5 PART III.

STATE EMBLEM AND MOTTO.

GOVERNMENT OF INDIA, NATIONAL SAVINGS ORGANISATION.

Authorised Agency System.

Coupon to be forwarded by Appointing Authority and sent to the Issuing/ Paying Authority other than Post Office.

(For individuals only).

Certificate of Authority No.....

Date of Certificate .....

Name of Agent .....

Address of Agent .....

.....

The above-named person has been appointed as Authorised Agent for the sale of Small Savings Securities under a Certificate of Authority particulars of which are given above. The Agent will claim commission from your treasury.

.....

(Signature of Appointing Authority)

Designation.....

Date.....

Specimen
Signature of Agent.

Photo

AAS-5 PART IV

STATE EMBLEM AND MOTTO

GOVERNMENT OF INDIA, NATIONAL SAVINGS ORGANISATION

Authorised Agency System

(Certificate of Authority to act as Authorised Agent)

(For individuals only)

Certificate of Authority No
Date of Certificate
Name of Agent (full) . . ..
Son of . ...
Address of Agent

Attached to G P O H.P O

AND/OR

To

.....

The above named person whose specimen signature appears below is hereby authorised to collect money from persons willing to purchase Small Savings Securities. He is in possession of serially numbered printed Receipt Forms in which he will give receipts for the money received from investors He will obtain the securities (from the Post Office and/or office named above) and deliver the same to the purchasers

(Signature of Appointing Authority)

Designation.. . ..

Address..... .

Place

Date

Specimen
Signature of Agent.

Photo

This Certificate is issued under the following conditions :—

(1) It is not transferable

(2) The holder undertakes to return it to the Appointing Authority whenever called upon to do so.

(3) The holder undertakes immediately to inform the Appointing Authority in the event of loss of this Certificate

(4) The Certificate will be produced (a) to all persons from whom money is collected; (b) to any Government Officer and any officer of the National Savings Organisation who may require to see it— The Certificate will not, however, be surrendered to anyone other than the Appointing Authority.

Unauthorised use of this Certificate by any person other than the person to whom it is issued or by the lawful holder himself after the date from which it has been declared invalid by the Appointing Authority renders the offender liable to be prosecuted

A. A. S. 6—PART I.

STATE EMBLEM AND MOTTO.

(Counterfoil to be retained in the Book).

GOVERNMENT OF INDIA.

NATIONAL SAVINGS ORGANISATION.

Authorised Agency System.

(For Corporate bodies other than Scheduled Banks).

Certificate of Authority No. ....
Date of Certificate ....
Coupon forwarded to Postmaster of ....
H. P. O./on .....

OR

Coupon forwarded to .. ..
(Other office) or ....
on .....

Coupon forwarded to the (Issuing/Paying Authority other than Post Office (on .....
Name of Agent ....
Address ....

Name and address of person authorised to transact business on behalf of Agent-Body .....
.....

Place ....
Date .....

....
(Signature of Appointing Authority).

(Desgnation) .....

Specimen signature of the person authorised to transact business.

For

....
(Authorised Agent).

FORM A. A. S. 6--PART II.

(Certificate of Autrority for Corporate Bodies other than Scheduled Banks).

STATE EMBLEM AND MOTTO.

(Coupon to be detached by Appointing Authority and sent to H. P. O.)

GOVERNMENT OF INDIA.

NATIONAL SAVINGS ORGANISATION.

Authorised Agency System.

(For Corporate bodies other than Scheduled Banks).

Certificate of Authority No. ....
Date of certificate ....
To the Postmaster of ....
H.P.O. .....
Name of Agent ....
Address .....
Name and address of the person authorised to transact business on behalf of the Agent-Body ....

The body has been appointed as Authorised Agent for sale of Small Savings Securities under a Certificate of Authority, particulars of which are given above. The Agent will be working through the person whose specimen signature is given below and who will deal exclusively with your Post Office and/or your subordinate office(s) under your specific instructions.

.....

(Signature of Appointing Authority).

(Desgnation) .....

Place .....

Date .....

Specimen signature of the person authorised to transact business.

For

.....

(Authorised Agent).

A. A. S. 6—PART III.

STATE EMBLEM AND MOTTO.

(Coupon to be detached by Appointing Authirity and sent to the Issuing/Paying Authority other than Post Office).

GOVERNMENT OF INDIA.

NATIONAL SAVINGS ORGANISATION.

Authorised Agency System.

(For Corporate bodies other than Scheduled Banks).

Certificate of Authority No. .....

Date of Certificate .....

To ..... (Issuing, Paying Authority for .....

Name of Agent .....

Address .....

.....

Name and address of the person authorised to transact business on behalf of the Agent-Body .....

.....

The body has been appointed as Authorised Agent for the sale of Small Savings Securities under a Certificate of Authority particulars of which are given above. The Agent will be working through the person whose specimen signature is given below and who will obtain Receipt Books and draw commission from your Treasury/Sub-Treasury.

.....

(Signature of Appointing Authority).

(Desgnation) .....

Place .....

Date .....

Specimen signature of the person authorised to transact business.

For

.....

(Authorised Agent).

A. A. S. 6—PART IV.

STATE EMBLEM AND MOTTO.

(Certificate of Authority for appointment as Authorised Agent).

GOVERNMENT OF INDIA

NATIONAL SAVINGS ORGANISATION.

Authorized Agency System.

(For Corporate bodies other than Scheduled Banks).

1. Certificate of Authority No. ... .
2. Date of Certificate .. ..
3. Name of Agent ....
4. Address ....

.....

5. Name and address of the person authorised to transact business on behalf of the Agent-body ... .

.....

6. Head Post Office to which attached .....
7. Treasury/Sub-Treasury to wrich attached .....

The person, whose specimen signature appears below has been authorised on behalf of the body to collect money from persons willing to purchase Small Savings Secutities. He/She is in possession of serially numbered Receipt forms in which he/she will give receipts for money received. He/she will obtain required securities on behalf of purchasers from the Post Office/Office named above and deliver the same to the purchasers.

....

(Signature of Appointing Authority).

(Designation) .....

Place .....

Date ....

Specimen signature of the person authorised to transact business.

For

.....

(Authorised Agent).

This Certificate is issued under the following conditions :—

(1) *It is not transferable.*

(2) The holder undertakes to return it to the Appointing Authority whenever called upon to do so.

(3) The holder undertakes immediately to inform the Appointing Authority in the event of loss of this Certificate.

(4) The Certificate will be produced (*a*) to the Post Office and the Treasury/Sub-Treasury concerned ; (*b*) to any person from whom money is collected and who desires to see it ; (*c*) to any Officer of the National Savings Organisation who may require to see it. The Certificate will not, however, be surrendered to any one other than the Appointing Authority.

Unauthorised use of this Certificate by any person other than the person to whom it is issued or by the lawful holder himself/herself after any date from which it has been declared invalid by the Appointing Authority renders the offender liable to be prosecuted.

FORM A. A. S. 7.

GOVERNMENT OF INDIA.

NATIONAL SAVINGS ORGANISATION.

Statement regarding grant and cancellation of Certificate of Authority.

For the month of 196

(a) APPOINTMENTS.

Sl. No.	*Name*	*Address*	*C. A. No.*	*Remarks*
1.				
2.				
3.				
4.				

Total No. of Agents appointed .....
since the beginning of the financial year.....

(*b*) CANCELLATIONS.

Sl. No.	*Name*	*Address*	*C. A. No.*	*Remarks*
1.				
2.				
3.				
4.				

Total No. of Agencies terminated since the beginning of the financial year ....

Total number of authorised agents in possession of valid certificate of authority on the last day of the month .....
.....

Certified that in every case of appointment, the counterfoil of the C. A. has been sent to the appropriate Issuing/Paying Authority and that in every case of cancellation of a C. A. the authorities concerned have been informed.

Signature ....
and
Designation of Appointing Authority .....
.....
Dated .....

FORM A. A. S. 8.

GOVERNMENT OF INDIA.

NATIONAL SAVINGS ORGANISATION.

Statement of Commission paid to Authorised Agents, during the month of .....

1. Number of Agent appointed during the month .....
2. Number of C. As. cancelled during the month .....
3. Progressive total of Authorised Agents working at the end of the month .....
4. Amount of Commission paid during the month .....
5. Progressive total of Commission paid since the beginning of the Financial Year .....

Signature .....
Designation .....
Paying Authority .....

FORM AAS-9

Register of Authorised Agents in the District of.....

Code No. of District .....

Sl. No.	Date of appointment	Name of the Agent	Security furnished	Amount of security Rs.	Name of sureties furnished	Amount of Cash securities	Issuing/paying office to which attached		Maximum value of R. Bks. to which entitled	Initials of Clerk	Initials of office	Date of termination	Remarks
1	2	3	4(a)	4(b)	5(a)	5(b)	H.P. Office 6 a)	Treasury 6(b)	7	8	9	10	11

APPENDIX A

RECEIPT FOR INVESTOR.

'STATE EMBLEM AND MOTTO'.

Rs. ....

(To be printed).

GOVERNMENT OF INDIA.

NATIONAL SAVINGS ORGANISATION.

Authorised Agents' Receipt Book.

Book No. .... Serial No. ... .

Received with thanks from (full name and complete address) .... the sum of Rupees .... for the purchase

(To be printed)

of a .... Certificate.

(Signature)

Agent/** person authorised to issue receipts for .....

.....

(Name of Organisation/Agent)

Number of Certificate of Authority .....:.....

Date up to which valid .....

Place .....

Date ....

** For Institutional Agents only.

*(To be filled in by investor when certificate is delivered).

Received the .... Certificate No. .....

(Signature or thumb impression of the investor).

Date .....

* Notice to the purchaser of Certificates :

'You must keep this receipt carefully until the Certificate has been delivered to you. You must then sign at the place provided above and return it to the authorised agent in token of having received that certificate. You must also sign on the reverse of the carbon copy of the receipt with the authorised agent. If you would like to lodge your certificate for safe custody in a Treasury/Public Debt Office, enquire from the agent what you should do to effect this. Interest on the certificate, that you are purchasing will begin to accrue from the date the authorised agent deposits the money in the Post Office/Receiving Office.'

Caution :

'(1) If you do not receive your certificate within 30 days of the date of this receipt, please write to the Collector/Deputy Commissioner of you District or to the Regional National Savings Officer of your State.'

(2) Investors are warned to hand over their money for investment in the Small Savings Scheme only to authorised persons who are in possession of Certificates of Authority and Identity cards which may be seen before handing over the money.

AGENT'S COPY.

'STATE EMBLEM AND MOTTO

Rs. .....

(To be printed).

GOVERNMENT OF INDIA.

NATIONAL SAVINGS ORGANISATION.

Authorised Agents' Receipt Book.

Book No. ..... Serial No. .....

Received with thanks from (full name and complete address) .... the sum of Rupees ..... for the purchase

(To be printed)

of a .... Certificate.

(Signature)

Agent/** person authorised to issue receipts for .....

.....

(Name of Organisation/Agent)

Number of Certificate of Authority .....

.....

Place .....

Date .....

** For Institutional Agents only.

(To be filled in by investor when certificate is delivered).

Received the .... Certificate No. .....

.....

(Signature or thumb impression of the investor).

Date .....

ANNEXURE II.

INDIAN POSTS AND TELEGRAPHS DEPARTMENT.

Director-General's Special Post Office Circular No. 66
Friday, the 4th March 1960.

Standardised Agency System—Sale of Savings Certificates through authorised agents—Payment of Commission to agents through Post Offices—Procedure to be followed.

Savings Bank Department
(Standing Order)

1. It has been decided that payment of commission to authorised agents shall be made by Post Offices instead of the State Treasuries with effect from a date which will be notified later. The details of the new Standardised Agency System have been given in the Government of India, Ministry of Finance (Department of Economic Affairs) letter No. F. 1 (53)—NS 57, dated the 31st December, 1959 (copy enclosed). The rules regarding different classes of agents, the security to be furnished by each class, the value of the receipt books to be supplied to each class of agent etc., are contained in the note accompanying the letter. The area in which an agent will be allowed to canvass business the number of Post Offices to which he will be attached, the investment on which commission will be payable, the agreement which the agents have to execute with the Government etc., are also contained in the note. All concerned should study the letter and the accompanying note carefully.

2. *Appointment of Agents.*

(a) The Post Office to which the agent is attached will get a copy of the certificate of Appointment issued by the appointing authority. The certificate of Appointment containing the specimen signature of the agent and a photograph of the agent (except in case of agents coming under para (m) of the note) should be maintained carefully in a serialy numbered Guard File by the Head or Sub-Postmaster to which the agent is attached for the purpose of purchase of certificates.

(b) In case of agents attached to sub-offices, a copy of the 'certificate of authority given to the agent' will be sent to the Head Office also by the appointing authority with the specimen signaure of the agent. These will be maintained in a serially numbered Guard File.

3. *Supply of Receipt Books.*

(a) There will be a separate receipt book for each denomination of certificates. The existing triplicate receipt forms will be replaced by the duplicate forms (specimen at Annexure V). The forms will be machine-numbered. The agents will be issued with the required number of receipt books of each denomination within the total value specified in the appointment certificate. The limit may be exceeded by 10 per cent if the Head Postmaster is satisfied that special circumstances exist leading to heavy demand for certificates.

(b) Pending availability of the new forms, the unused stock of existing receipt books which are printed in triplicate and are lying with the Treasuries will be transferred to the Post Offices for supply to the agents. These should be issued after cancelling the counterfile and having the investor's receipt and the coupen for the agent in fact. It should be ensured while paying the commission that the receipts produced as voucher while claiming commission belong to the receipt books issued by the post office and are not those issued by the Treasuries.

(c) Printed copies of the Agent's Receipt Books will be stocked by the Postal Stock Depots and supplied under invoice to Head Offices only who will maintain a stock register for them in the usual form.

(d) On receipt of supply of Receipt Books from the Postal Stock Depot, the Head Office will distribute the books to authorised agents. Where the agents are attached to sub offices for payment of commission, the supply of receipt books will be made through the sub-office. For this purpose the Head Office will prepare an invoice in duplicate. The upper copy of the invoice will be sent to the Sub Post Office to which the agent is attached. The Sub Post-master will deliver the receipt books to the agent after taking the signature

of the agent on the invoice in token of receipt of the Receipt Book. The copy of the invoice will thereafter be returned to Head Office for pasting up with the office copy.

(e) The number of receipt books of the particular denomination issued to an Agent will be noted on the top of the ledger page relating to that Agent of that denomination. Whenever a new book is applied for by the agent, it should be issued provided the authorised limit is not exceeded and the particulars noted on the top of the ledger.

4. *Purchase of Certificates.*

(a) When a duly appointed authorised agent wants to purchase Savings Certificates, he will be present at the Post Office concerned an application for purchase duly signed by the intending purchaser together with the issue price of the certificates and his own receipt book. The newly prescribed forms of receipt book will be prepared by the agent in duplicate by the carbonic process. The lower copy will constitute the agent's record while the upper will be handed over to the investor. The reserve of the investor's copy and the agent's copy contain acknowledgement of the delivery of certificate to the investor in the following * form. The receipt will be surrendered by the investor duly signed by him to the agent on taking delivery of the certificates :

* Received the 12 year National Plan Savings Certificate No. .....

Signature or thumb impression of the investor.

Date ... .

(b) The Post Office will then :—

(i) identify the authorised agent by a reference to his specimen signature on the counterfoil of the certificate of authority received by the Post Office direct from the appointing authority ;

(ii) verify that the particulars in the application forms are similar to those on the agent's copy of the receipt ;

(iii) prepare a Savings Certificate ; and

(iv) deliver the certificates to the agent after obtaining his receipt on the application for purchase.

(c) In case it is not possible to issue these Certificate on the same day owing either to the shortage of stock of the certificates in the Post Office or the number of Certificates required being too large to be issued in one day or for any other reason, a single preliminary receipt in form NC-4 shall be granted to the agent in lieu of all the certificates sought to be purchased through him and the instructions as given in Rule 536 (3) and Rule 546 (4) of the Posts and Telegraphs Manual, Volume VI, should be generally followed. The receipt books may be returned. The certificates should, however, bear the date on which the applications for purchase with the issue price are presented by the agent at the Post Office. The issue journal will, however, be sent up when the agent takes delivery of the certificates on the appointed day.

(d) The particulars of sale will then be entered in a separate journal (specimen enclosed) headed "sales through Authorised Agents". Separate columns for obtaining authorised agent's receipt No. commission payable and the signatures of the authorised agent with authority No. have been provided for in the journal. If the sale is such on which commission is not admissible *vide* para (e) of the note, the remark "not payable" should be entered in the column (6) for the amount of commission payable. Pending availability of the new forms, extra columns should be made out in the existing forms of Savings Certificates Issue Journal and should be used for the purpose.

(e) The counter clerk will make it a point to see that the journal is signed by the authorised agent and his authority No. quoted in this column. If certificates of more than one denomination are sold by him, separate journals in respect of each denomination will be prepared. It must be distinctly understood that the failure on the part of the authorised agent to sign the journal is likely to render him ineligible for the commission on the sale. When the journal is put up to the supervising officer along with the certificates issued the supervising officer will satisfy himself that the sale has actually taken place through the authorised agent and initial the journal in token of having carried out this check. Two copies of the separate jounral prepared by the Sub-Offices will, as usual, be sent to the Head Office—one copy being sent daily and the other weekly as usual.

(f) A ledger account in the appended form (Annexure II) will be maintained in the Head Office separately for each authorised agent and for each denomination. This will be written up from the journals. It should be seen that commission is not shown as payable in colmun (6) of the journal and column (2) of the ledger on sales coming under para (e) of the note.

(g) Before entries in respect of these journals are posted in the ledger account of the agent concerned in the Head Office, the National Savings Certificates clerk to whom the duty of writing up the ledger is assigned will see that the signatures of the authorised agent in the journal agree with the specimen on record in the Guard File. In any case where there is a doubt as to the genuineness of the transaction, the matter should be taken up with the Sub-Postmaster concerned and the agents bill for commission kept pending till the transaction is confirmed.

(h) One copy each of the journals issued by the Head Office and received from the Sub-Offices shall be kept in separate monthly bundles. The other copy will be sent to audit office as usual.

(i) The authorised agents should submit bills in the form annexed (IV) for payment of commission supported by the investor's receipt duly signed by the investor (at the back) in token of his having received the certificate. This bill shall contain particulars of sales during one or more complete calendar months only and be submitted by the agent to the Post Office from where he gets his stock of receipt books. The official, who should be other than the counter clerk, entrusted with this work in the issuing Post Office will carefully scrutinise the particulars of the transactions noted in the bill and see that every item is supported by the investor's receipt for the certificate whether issued by itself or by another office. In exceptional cases, where such a receipt has been lost/misplaced by the investor, the items may be supported by a written statement of the investor to the effect, duly attested by the agent, and the signature of the investor verified by the Postmaster of the office of issue. The bill will be passed on to the Head Office.

5. *Payment of Commission.*

(a) An authorished agent must prefer his bill for the commission earned by him within four months. Claims for commission submitted after this period will not be admitted, unless under special sanction of the National Savings Commissioner which shall ordinarily not be accorded by him on expiry of one year and in no case without prior verification by the Post Office.

(b) On receipt of the bill in the Head Office or in case of bills presented at the Head Office along with the investor's receipts, the clerk entrusted with the duty of scrutinising the bill see that the bill has been submitted within the prescribed period and compare each item in respect of which the commission is claimed, with the entries in the ledger and satisfy that every transaction is supported by the investor's receipt and ensure that the receipt in question was issued from the Receipt Books supplied to the agent by the Post Office He will then prepare a money paid receipt (form ACG 17) in respect of each bill. In case of bills received from Sub-Offices, the name of the Sub-Office concerned will be noted at the top of the receipt. He will then endorse the bill with the words "passed and Money Paid Receipt for Rs. ..... issued on .....

Postmaster

Date ....

and submit it to the Postmater for signature. He will also cancel the accompanying investor's receipt with a "paid" stamp The Postmaster, after satisfying that the bill is in order and that the commission has been correctly calculated, will sign the bill and return it to the Sub Office with the receipt for payment. In respect of the bills presented at the Head Office, the money paid receipt (form ACG-17) will be handed over to the autnorised agent under receipt with Postmaster's endorsement "pay" for taking payment at the post office treasury counter.

(c) The payment of commission will be made either in cash or by means of a money order or by means of a cheque provided that the last mode of payment will be available only in such Post Offices which are authorised to issue cheques.

(d) The items in the ledger in respect of which payment of commission has been authorised will be ticked off and initialled in the remarks column after being bracketted if necessary by the Postmaster but if there are any items in the bills which are held up for want of vouchers, a remark to that effect shall be made in the ledger against the particular entry. The settlement of these items under objection, shall be taken up separately with the agent in case of agents transacting business at the Head Office direct or with the Sub-Office concerned in case of agents transacting business at the Sub-Office. A watch shall be maintained by the supervising officer to see that items held under objection are settled as quickly as possible. For this purpose, he will scrutinise the ledger copy every month to ensure the proper action is taken for speedy settlement of the item.

6. *Accounting.*

(a) The amount paid will be charged in the daily account ACG-22/ S.O. Account Pa-17 under a new item to be numbered 28-B/22-C in the form ACG-22/PA-17 as shown below :—

28-B/29-B Commission paid to authorised agents on sale of Savings Certificates.

Rs.	nP.

The vouchers shall be despatched to the Head Office which will charge the amount under the new head opened at 29-B "Commission paid to authorised agents on sale of savings certificates" in the sub-office summary and under item 24-B in the Head Office Cash Book.

(b) In the Head Offices the amount of commission paid to authorised agents will be paid by the Treasurer and charged as usual in the Treasurer's cash book. Receipt duly signed by the agent will be passed on by the Treasurer to the Savings Bank Branch under receipt for noting the date and amount of commission paid in the ledger and also make a corresponding entry in the bill under the signature of the supervising officer. The National Savings Certificate clerk will also prepare a separate schedule in form specimen enclosed (Annexure IV) of commission paid to authorised agents for sale of Savings Certificates. The amount paid on a particular day and shown in the schedule should be equal to the total amount shown in the receipts and amount charged in the Head Office summary for the day. The schedule will be shown to the Account Branch every evening for being incorporated in the Head Office summary/ Head Office cash A.C.G. 1/A.C.G. 4 under a new item No. 22-A/24-B. The new item will be headed "commission paid to authorised agents on sale of postal certificates".

Rs.	nP.

The upper copy of the schedules with the vouchers and bills shall be submitted to the audit office as usual with the first weekly return of the office detailed in the voucher list.

7. *Termination of Agency.*

When an agency is terminated or an agent dies, the appointing authority will send intimation under registered post to the three Post Offices to which the agent was accredited with a copy to their Head Office. In their order terminating the agency, the appointing authority will specify the date by which the unused receipt books should be returned to the Post Office. The Post Office will keep a watch whether this has been done and will intimate the appointing authority.

8. *Returns of the National Savings Organization.*

The head office will intimate to the Regional National Savings Officer concerned the monthly total of commission paid both at the Sub-Office and Head Office itself not later than the 10th of the month following.

ANNEXURE I.

Entry No. (in monthly series)	Date of issue	Authorised Agent's receipt No.	Serial No. of certificates	Name of purchaser
1	2	3	4	5

Issue price realised Rs.	Amount of commission payable Rs. nP.	Signature of the Authorised Agent with Authority No	Initials of the Supervisor	Remarks
6	7	8	9	10

NC—

ANNEXURE II.

LEDGER FOR PAYMENT OF COMMISSION TO AUTHORISED AGENTS.

Page ... .

Name of Authorised Agent Serial No. of authority in the Guard File .....

Authority No. Brought forward from page .....

Denomination . Continued on page

Date of issue *Receipt Books issued*

(1) No. .. . . to No. . .....

(2) ..... No. .... to No. . .. .

(3) ..... No. ..... to No. ....

Office of transaction	Date of transaction	Receipt No.	Amount of commission earned	Amount of commission paid	Signature of supervising Officer	Remarks (showing settlement of items under objection)
1	2	3	4	5	6	7

NC—

ANNEXURE III.

AUTHORISED AGENT'S BILL.

For commission earned during the month (s) of

Caution :—This bill should be preferred as soon as possible after the close of the month (s) to which it relates and not later than four months in any case.

Name of Agent ... . Authority No. .....

Bill No. ..... Date .....

Denomination	Office of transaction	Date of transaction	Book and Receipt Nos.	Value of N.P.S.Cs sold	Remarks
1	2	3	4	5	6

Total Rs ....

Commission at 1.25 per cent . .....

(.... ... .)
(in words)

I certify that the sales indicated above do not include those for which commission cannot be claimed in terms of my agreement with Government.

Signature of the Authorised Agent.

Checked by . .. ...

Passed for Rs. ... .

Objected for Rs. ....

Money Paid Receipt issued on ..

Date Stamp

Postmaster

ACG—

ANNEXURE IV.

Schedule of commission paid to Authorised Agents for sale of N.P.S.Cs. for the month of ..... 19 ..... at .....

NAME STAMP OF H.O

Serial No.	Name of the Agent and Authority No.	Date of payment	Amount Paid Rs. nP.	Remarks (in case of payments made at Sub-Offices, the name of the office to be noted here).
1	2		4	5

ANNEXURE V.

RECEIPT FOR INVESTOR.

STATE EMBLEM AND MOTTO.

GOVERNMENT OF INDIA.

National Savings Organization.

Authorised Agents' Receipt Book.

Book No. ..... Serial No. .....

Received with thanks from (full name and complete address .....

....

the sum of Rupees (*to be printed*) for the purchase of a 12-year National Plan Savings Certificate.

Rs. .....

(Signature).

Agent/** Person authorised to issue receipts

for ....

Place .....

.....

(Name of Organization Agent).

Date .....

Number of certificate of Authority .....

** For Institutional Agents only.

(*Obverse*)

(To be filled in by investor when certificate is delivered).

Received the 12-year National Plan Savings Certificate.

No. .....

....

Signature or thumb impression of the investor.

Date ....

(16-5/57-F).

WD 2881—GPB —3,500—24-8-60

5

7. The attendance certificate should reach the Manager not later than the 1st April immediately preceding the examination.

8. The minima for passing the examination will be as laid down in the examination syllabuses for the different grades.

9. The necessary application, certificate, and other forms will be supplied by the Manager, Mysore Local Examinations, Bangalore, on application.

Yours sincerely,
Secretary, Local Committee

MYSORE GOVERNMENT TECHNICAL EXAMINATIONS, 1915.

Probable Income and Expenditure.

Income				Expenditure			
Income from fees of about 220 Candidates for the Elementary Grade	Rs.	660	0 0	Remuneration to Examiners for setting and correcting the Elementary papers	Rs.	259 12	0
Income from fees of about 45 candidates for the Secondary grade.		225	0 0	do. for Secondary grade		332	0 0
				Contingent charges for the Examination		100	0 0
						691	
				Balance	Rs.	193	4 0
	Rs.	885	0 0		Rs.	885	0 0

Bangalore,
17th December 1914

M. Shamanna Rao.
Inspector General of Education in Mysore.

TMR.